

**SECRET**

Security Office, Physical Security Division

21 June 1963

Chief Records Management Staff/DDS

Secure Area for FI/Division D

1. In compliance with your request, this office has reviewed the attached proposal.

2. A physical inspection of the area involved indicated that conversion of these rooms into a secure area would result in the following:

a. Reduce filing equipment costs about \$9,200 through the substitution of 8 sections of shelf files for 19 safes.

b. Decrease floor space requirements for filing equipment by approximately 75%.

c. Permit the use of shelf files and file cabinets for storage of all materials and the return to stock of 19 four-drawer combination lock safes.

3. As the establishing of the proposed area will increase the efficiency of the office, result in a more economical means of filing records and permit for expansion, I recommend that this request be approved.

25X1

DDS/RMS/RS&DE [redacted] bcl(21June63)  
Distribution

Orig - addressee (w/attachment)

- 1 - Office of Logistics (Space Allocation & Facilities Br., 1J-45, Hq.)
- 1 - SPA/DD/S [redacted] 7E-02, Hq.)
- 1 - RMS File (Rec Mgmt 3-3-3)

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